

Due to the Novel Coronavirus (COVID-19) and Delta variant, Governor Hochul has ordered that the requirements of the Open Meetings Law be modified as they were pursuant to Executive Order 220.1. As such, the Greece Town Board Organizational meeting of January 4, 2022 will be held electronically via Facebook Live instead of a meeting open for the public to attend in person. Members of the public may view the Board meeting by logging onto Facebook and viewing the live feed under "Bill Reilich Greece Town Supervisor."

AGENDA
GREECE TOWN BOARD

- A. ROLL CALL
- B. PLEDGE OF ALLEGIANCE
- C. MOMENT OF SILENT PRAYER & REFLECTION
- D. OATH OF OFFICE – Town of Greece Town Board Members – 1st, 2nd, 3rd and 4th Ward and Receiver of Taxes

- 1. Designation of the Democrat & Chronicle, Rochester Business Journal, and The Daily Record as the official Newspapers of Record for the publication of legal notices and matters of official business for the Town during the 2022 calendar year.

- 2. Establishment of Town Board "Rules of Order" for 2022 meetings:

Order of Business:

- A. ROLL CALL
- B. PLEDGE OF ALLEGIANCE
- C. MOMENT OF PRAYER (Optional)
- D. PROCLAMATIONS, ADDITIONS OR DELETIONS TO AGENDA.
- E. PUBLIC FORUM (Optional)
- F. PUBLIC HEARINGS

Roll Call Vote – Supervisor, 1st, 2nd, 3rd, 4th Ward Council

Manner of Vote – Voice Vote Ayes, Nays

Time limit for public speakers – 3 minutes

Where applicable, Roberts Rules of Order shall be used as the authority for the determination of procedural questions.

3. Authorization for the Supervisor to sign and Town Clerk to countersign all checks and disbursements issued on behalf of the Town of Greece.

4. Authorization to establish the following petty cash/startup funds:

	Petty Cash	Cash Register(s)
Finance	\$200.00	
Court		\$500.00
Library		\$500.00 (\$250.00 each register)
Parks/Recreation	\$200.00	\$200.00 (\$100.00 each register)
Town Clerk		\$400.00 (\$100.00 each register)
Tax Receiver	\$500.00	\$400.00 (\$200.00 each register)
Police HQ	\$100.00	\$ 50.00
Precinct 2	\$ 50.00	
Investigations	\$200.00	

5. Authorization to designate all New York State Commercial Banks as legal depositories of Town Funds, as required by N.Y.S. Comptroller regulations; and further authorize the Supervisor to enter into corresponding Collateral Agreements with said legal depositories thereby guaranteeing the safety of Town deposits.

6. Authorization to accept the following signatures relative to Town of Greece bank accounts, investments, debit/credit transfers, wire transfers and ACH transactions:

- William D. Reilich, Supervisor
- Michelle Marini, Deputy Supervisor
- Jonathan Hellmann, Director of Finance
- Jon Natale, Sr. Budget Analyst
- Jodee O'Donnell, Accountant
- Julie Wright, Senior Account Clerk
- Andrew Conlon, Receiver of Taxes
- Kelsey Feeney, Senior Personnel Clerk-Employee Direct Deposit ACH and Employee FSA/HRA ACH transactions

7. Authorization for the Receiver of Taxes to deposit all monies received into interest bearing accounts at designated New York State Commercial Banks.

8. Authorization for the Town Clerk to receive monies on behalf of the Town of Greece via the internet.
9. Authorization for the Town of Greece to enter into legal services contracts with outside counsel for the purposes of representing the Town, its Boards and its employees in matters that may occur from time to time; and further, authorization for the Supervisor to execute all related documents.
10. Authorization for the Supervisor to approve travel expenditures related to expenses incurred by employees that are directly related to the business of the Town.
11. Authorization for the Supervisor to approve advance payment of the following expenditures prior to claim audit: utility bills, including fuel, water, gas, electric, telephone and internet service, debt services, leases in excess of one year, postage and freight charges, pursuant to Section 118(2) of Town Law.
12. Authorization for the Director of the Town of Greece Public Library to approve advance payment of the following library expenditures prior to claim audit: utility bills, including fuel, water, gas, electric, telephone and internet service, debt services, leases in excess of one year, postage and freight charges, pursuant to Section 118(2) of Town Law.
13. Designation of the Deputy Supervisor and Town Attorney to accept service of process in the event the Town Clerk is unavailable.
14. Authorization for the Director of Finance to execute contracts on behalf of the Town of Greece, upon approval by the Town Board, in an amount not to exceed \$2,500.00
15. Authorization for Michelle Marini, Deputy Supervisor and Jonathan Hellmann, Director of Finance to approve contractual related "change orders" up to a maximum value of \$10,000.00 for Town building facility related capital improvements.

16. Authorization for the temporary assignment of Town of Greece Town Justices to preside in other town or village courts in the Seventh Judicial District as need arises during the year 2022, and further requesting approval of the temporary assignment of judges from other town or village courts in the Seventh Judicial District to its court as need arises during the year 2022, commencing January 1, 2022.
17. Authorization to designate Orrick, Harrington and Sutcliffe, LLP, as Town of Greece Bond Counsel.
18. Authorization to designate Bernard P. Donegan, Inc. as Town of Greece Municipal Bond Fiscal Advisor.
19. Adoption of the following Town of Greece policies:
 - Investment Policy
 - Purchasing Policy
 - Fixed Asset & Inventory Policy and Procedures, as required by the New York State Comptroller's Office.
 - Town of Greece's Conference Request Procedures
 - Cash Receipt & Cash Management Procedures
 - Public Access to Records Policy
 - Privacy Policy
 - Public Board Decorum Policy
 - Vehicle Use Policy
 - Whistleblower Policy
 - Employment of Relatives Policy
 - Network Internet User Policy
 - E-Mail Policy
 - Data Breach Policy
 - Mailbox Replacement Policy
 - Invocation Policy
 - Sexual Harassment Policy

Copies of all policies are on file in the office of the Town Clerk.
20. Acceptance of the 2022 Managers Handbook, Employee Handbook and the 2022 Full Time and Part Time Confidential Handbooks; with future adjustments as governed by applicable laws, policy, and past practices.
21. Recommending the standard work day to be seven (7) hours for retirement reporting purposes for all positions listed in the full resolution to be attached to the minutes of this meeting.

22. Approval of the 2022 Fee Schedule.
23. Authorization for the Supervisor to approval actual and necessary expenses incurred by Town officers and employees when attending conferences that are in furtherance of their official duties.
24. Authorization to enter into an agreement with LMT Technology Solutions to provide general information technology support services. Further, authorization for the Supervisor to execute any necessary documentation.
25. Authorization for the Greece Police to participate in a program to receive credit at fair value for old firearms from Amchar.
26. Authorization to abolish one full-time Librarian I and create one full-time Librarian II position effective January 8, 2022.
27. Authorization to abolish one full-time Senior Library Assistant and create one full-time Librarian I position effective January 8, 2022.
28. Authorization to abolish one seasonal court attendant and create one full-time Assistant to the Clerk to the Justices position effective January 8, 2022.
29. Authorization to appoint Naser Zenelovic to the position of Deputy Chief effective January 17, 2022.